BUS-7
System eXchange

Josephine Caffrey, Editor

EUDORA
E-Mailing Into The Future
Josephine Caffrey

The EMVAX has finally gone, and most of you are using the OF VAX, which for E-Mail is very similar to the All-In-One program in the EM VAX. But this is not the end of the E-Mail line! Due in part to the familiar budgeting problems that have faced the lab, we have been encouraged to come up with more cost effective alternatives for just about everything we can. Looking for a more economical way to communicate is one of them and an E-Mail committee created within BUS Division, with representation from CIC, got together to do just that.

After some research it became clear to the E-Mail Committee that the best alternative to the $61 per month OF Vax account was a POP (Post Office Protocol) Server account which offered similar services and only cost $20 per month. Also included is a one time fee of $57 for an E- Mail software package called Eudora. Eudora is a cheaper alternative, which, with our network infrastructure gives us the opportunity to experience this kind of technology already available. Presently in use by many people throughout the Lab, Eudora is quickly proving its popularity.

Eudora is a Windows based E-Mail tool which means it can be accessed through the Graphical User Interface (GUI) environment of Windows. This also means that for general viewing purposes you can manipulate the *windows* in the same way that you do with other applications in the Windows environment. Eudora works alongside and interfaces with other applications to allow features such as copy and paste to be effective. Eudora also includes an on-line directory, as well as many other useful features. Another main difference between Eudora and the All-In-One mail tool is that there is no system Manager responsible for administration. YOU are responsible for your own message management and back-ups. But also unlike the previous system, there are no set limits or quotas as to how many messages you can keep in your account. The only limit you will have to consider is how much storage space you have on your hard drive! (Also for back-up purposes any system that you already have to back up your hard disk [like a tape back-up facility]- will also back up your Eudora program and the files within it.) Alternatively, you can choose to save individual messages onto a floppy diskette or into another program such as a wordprocessor like WordPerfect or Word.

The Micro-Systems Support Team in BUS-7 will be dedicating itself to install the necessary software Division wide in order to implement the next stage of this E-Mail migration. We hope that we have explained what this move is all about for those of you who did not previously know about it or understand it. Please direct any questions to Camilo Perez in BUS-7 @ 5-0869. If you have Eudora installed and running and have not yet had any training, please contact Josephine Caffrey in BUS-7 @ 7-8530. ❏

Security Evaluation Preparation   Ed Stuart

BUS Division will host representatives from FSS, Audits and Assessments (AA-2) and the Los Alamos Area Office (LAAO) who will team up for a Security Assistance Visit between March 20 and March 24. I, Ed Stuart, your Organizational Safeguards and Security Officer (OSSO) will be coordinating the team and assessment which will conclude with three reports covering our Safeguards and Security Program and assessment process.

The Security Assistance Visit will also focus on BUS Division's Security Self-Assessment by reviewing BUS's program planning and management for security, sensitive document procedures, OPSEC, and property protection and compliance check sheets for each topical area such as computer security, keys and cores and classified document custodians. Individual weaknesses wherever possible will be corrected on the spot, otherwise they will be graded to determine if there is a program weakness. If there is a systemic issue a report will ensue and a corrective action plan put in place which BUS Division representatives, with the team's help, will develop.

This assessment is very much a team effort, designed to help us prepare for future assessments and to generally enhance our security programs in the most cost efficient manner. BUS Division plays a particularly important role in terms of security because of the coming DOE/AL survey in June 1995 which is placing a greater emphasis on sensitive information and classified computing.

A Customer Outreach Meeting has been scheduled this month with BUS, FSS-15 and members of the Foreign Ownership Control or Influence (FOCI) team to identify issues with Personnel Security and conduct a program review to address any potential problems. It will also serve as an opportunity to get accurate information regarding Personnel Security policies, procedures and other issues. This meeting is designed as an *open exchange* of information where as Hazel Cannon (of FSS-15) explains, *Our goal is to become part of the solution not the problem; the Personnel Security Team does not intend to present BUS with a basket of problems.* You can help your Division and the team to improve security and obtain a satisfactory rating in June by offering your cooperation and enthusiasm now. Pat McDonnell, in BUS-7, is your Organizational Computer Security Representative (OCSR) and Donna Osborn (also in BUS-7) is your Alternate OCSR.❏

Liz Affeldt

During the month of January, one hundred BUS employees learned to *surf the internet*. While being introduced to several recently revised procurement forms, employees of BUS-5, 8 and 9 had an opportunity to access Jetform, a software package for managing electornic on-line forms. Jetform displays exact replicas of existing forms, allowing users to access them on-line, fill them out on-screen, and print the completed form to a laser printer. Jetform Filler application can also be downloaded through Mosaic from the Worldwide Web network to individual PCs.

Using Jetform is a more efficient way of filling out forms than typing, wordprocessing, or using Wordperfect Macros. An added bonus is that users will always be assured that they are using the very latest version of the forms. Computing, Information, and Communication (CIC) Division currently has 23 Laboratory forms available on-line through the network and plans to add many more. CIC-13 maintains the BUS-5 forms on a Laboratory server and offers the services of a Jetform forms designer.

A pilot program comprised of buyers and procurement assistants began in November and has proved very successful, yielding positive results and enthusiastic responses. BUS-7 plans to develop and make available to users a step-by-step procedure on how to install Mosaic and Jetform. Then, everyone will be able to *surf the internet!*.❑

Where will you be in 1997?

Laura Liles

If, like Rick Blaine in Casablanca, you think 1997 is "too far ahead to plan", think again. The Lab is already in the process of putting together its proposed budget for fiscal year 1997, which lasts from October of 1996 to September of 1997. All the Budget and Financial groups in the Business Operations Division, are heavily involved.

The Lab's budget submission is the first step in the lengthy Federal Budget process that goes through the DOE Albuquerque Office, to DOE Headquarters, to the Office of Management and Budget (OMB) to Congress as the President's Budget Submission.

The process begins at the Lab when principle investigators and program managers prepare technical statements of work, with deliverables, for their programs. These statements are consistent with guidance received fromthe various departments of the DOE, as well as the DOE and Laboratory mission.

This year, budget analysts will be using the Budget Estimating Tool (BET) menu added to FMIS on December 15, 1994 to price the Lab's budget submission. BET is also able to price reimbursable and indirect proposals. There will be more information about BET in a later issue of System eXchange.

The Budget Book Committee meets weekly between late December and early April to plan the Budget Book process, resolve process issues and problems and finally submit the Lab's budget to the DOE.

The Laboratory earns each penny the hard way.❑

Software Use and the Law

Josephine Caffrey

When are you using software illegally?

This is a question that has been asked several times recently due to the various audits we have been subjected to and the ones to come BUT there is no single answer that will cover all uses and all software applications. The fact is that most software packages have fairly unique license agreements which stipulate exactly what is legal for that particular package only. There is no easy way of getting out of reading the license agreement in order to find the answers most people want. So the best we can do is tell you what we know, what's typical and usually acceptable, and of course encourage you to read the license agreements!

What we know:

Copyright law can be summed up into the basics of what is legal/illegal for you to do with your software package:

It is legal to install purchased software into a single computer and make back-up archive copies as long as you have the original diskettes and manuals with the computer at all times.

It is illegal to copy software for any other purpose (regardless of whether you actually use it) -unless the publisher/developer licenses you to do so. So again, this is why you should read your license agreements!

Finally, software is available under many different categories from shareware, to multi-user, to site licensed. Each of these categories may also include specific licenses with their own clauses as to user restrictions and copyright etc.

Softlifting is a serious crime, more so within the business working environment than at home. As software users we must act responsibly and legally. If you would like more information about software use and the law then call the Software Publisher's Association at (202) 452-1600 and they can send you information free of charge. ❑

Your Ticket To The Internet!

Xavier Lujan

**M**osaic, and Jetform Filler will soon be available for you to access. BUS-7 is currently developing an installation program that will allow you, through a guest account in a file server, to download these applications to your PC. Both applications can be downloaded in ONE very user-friendly process. All Windows icons, file transfers, and initializing file updates will be done automatically during installation.

Mosaic is a Worldwide Web browser that gives you access to a collection of resources and information.

Jetform Filler is the tool that allows you to fill out forms on line, i.e.Order Entry Document, Request For Quotation, Request for Proposal, Confirmation of Award.

The program will be available the week of March 13, when you can call the BUS-7 HelpDesk for details. The applications will be available to BUS employees with an ICN password who are linked to a network on the administrative partition. System requirements also include, running Windows and using PCTCP ver 2.31or higher with at least 4MB memory (a 486 PC or higher processor is recommended.)❑

What is Time & Effort?
Elise Mignardot
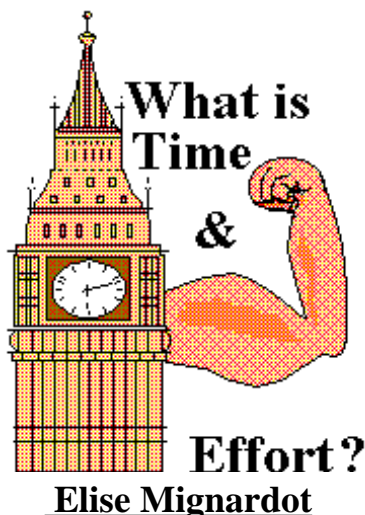
Time and Effort is the new payroll application currently under development. The new application will affect the entire laboratory. Our Division expects to achieve more efficient business procedures, and more reliable, timely, and consistent data. These features are critical because payroll is one of the largest cost feeder systems to FMIS.

With Time and Effort, group timekeepers will be able to enter all time and account code information directly into the system. The redundancy and inefficiency associated with timekeepers filling out attendance sheets just to pass them onto the payroll office, for that same information to be entered into the payroll application, will be eliminated. The system will have many on-line policy edit prompts while the time keeper is entering time. This will help increase the reliability of the data by reducing the chance of misinterpreting the policies and will also allow for consistent application of payroll policies to all employees. Time and Effort will also eliminate the submission of the Form B's. The group timekeeper will be able to enter the program code, cost account and work package information. This information will be validated on-line, and will subsequently be passed to FMIS on a weekly basis. This is much more timely that the current monthly Form B process.

As the program development continues we will keep you informed through future issues of this newsletter.❑

COMMUNICATIONS FROM REMOTE SITES
Brad Thurgood

Remote access has never been easy for those away from the lab. Many advances in networking, as well as services offered by CIC, have made things easier however. BUS-7 has been investigating and testing multiple methods for remotely accessing lab computers as well as E-Mail.

Eudora, the E-Mail package chosen for BUS Division, requires another computer to be the server for E-Mail. Eudora also requires network type access. This can be a problem for offsite people as the lab's network typically will not be where they are. This is where PPP and SLIP come into play.

SLIP stands for Serial Line Interface Protocol. It is a simple method for connecting a computer's serial port to a network. Once configured, connecting is as simple as dialing a phone number and establishing a connection. Also, once your connection is made, you need to reconfigure your computer to be the address assigned to you for that session. After the session is started, it should appear to you as if you were in your office at the lab. The main difference being speed. SLIP & PPP are much slower than an actual network connection, with SLIP being slightly faster that PPP.

PPP stands for Point to Point Protocol. This is a more developed method for connecting a computer's serial port to a network. Once configured, connecting is simpler than SLIP in the fact that you need only to dial the phone number and establish a connection. PPP will dynamically reconfigure your computer for your assigned network address for the session.

Under our testing environment, we used PPP and Eudora, which works well for normal sized memos. However, it does take a while to send and receive messages that are very long or have large attachments (meaning over 200 KB). The basic rule of thumb is that for each 20 KB worth of data, expect it to take a minute to send or receive at a baud rate of 9600.

We are researching higher speed modems. We are also researching the performance of PPP and SLIP with connections other than Eudora/E-Mail, such as connecting to OFVAX, IA, or IBM. As technologies develop, there will be an increase in speed as well as services offered. ❑

Business Practices Conversion Project   Bruce Hanni

Most of you are aware of the changing environment within the DOE complex. Shrinking budgets, facility consolidations, increased fiscal accountability, contract reform and public concern are forcing fundamental changes in how we conduct our operations at the Laboratory. The Laboratory has, for the past fifty years, conducted its business within the expectations of its primary customer, the Department of Energy. However, the needs of our customer and our customer's customers (Congress, taxpayers and related stakeholders) have changed. Our customer demands more rigor, accountability, cost effectiveness and prudent business judgment within its contractor operated facilities. It is this changing environment which has prompted executing the Business Practices Conversion Project.

The Project is a multi-faceted effort to enhance our overall budget and financial reporting capabilities. Ultimately, the Laboratory benefits by establishing a more competitive posture, demonstrating fiscal responsibility, sustaining financial reporting integrity and most importantly, making prudent resource deployment and investment decisions based in part on the best possible financial information available.

The Project is a multi-year effort, which when completed, will completely change the face of the financial systems and processes at the Laboratory. The first phase of this project will be implemented in the fiscal year 1996. The major changes include the introduction of time and effort recording to identify individual labor activity; changing elements of cost allocations; developing standards for labor rates; upgrading current reporting capabilities and implementing internal control capabilities for fund control purposes.

In summarizing the importance of this project, Allan Johnston, BUS Division Director states; *It is imperative the Laboratory improve its business and financial systems infrastructure to sustain our position as one of the world's premier research and development facilities. Lest we forget, research and development is our primary mission, and therefore, it is incumbent upon the Business Operations Division to provide timely, accurate and user-friendly budgeting and financial reporting capabilities to that primary mission.*

If you have any specific questions or recommendations, contact Bruce Hanni of BUS-DO @ 7-8863❑.
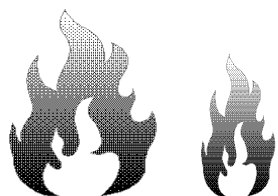
Hot Tips

MICROSOFT WINDOWS
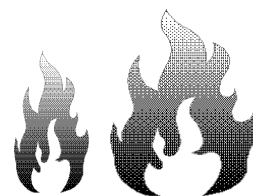
Double-clicking With Your Mouse

If you move the mouse more than a tiny distance between the first and second click of a 'double-click', nothing will happen. If you do not have particularly steady hands this might be a problem.To overcome this problem you need to edit your *win.ini* file. Choose *Run* from the *File* Menu in *Program Manager* and type *win.ini* in the *Command Line*. Click *OK* and under the section *[windows]* look for the lines *DoubleClickHeight=* and *DoubleClickWidth=* and change the numbers after the = sign to read *10*. If the line isn't there, add it. This is the number of pixels your mouse can move before the second click becomes ineffective.

You can also determine how fast or slow the double-click needs to be. Double-click on the *Control Panel* icon in the *Main* group of the *Program Manager* and double-click on the *Mouse* icon. The window will give you the options for changing the mouse tracking speed, the double-click speed, the left and right clicking buttons and whether or not you prefer mouse trails. You can also test the differences before clicking on the OK button.

Help?

Using Help features within Windows

You should all be aware that you can get on-line help from the *Help* menu on the top menu bar for all Windows applications. But did you know that you could add to those notes in order to personalize them to suit your understanding? It's easy - Just click on the Help button and choose what topic you would like help with, then go to the Edit menu and choose Annotate. A new window will open which allows you to type further information about that topic inside. Choose Save and a paper-clip symbol appears next to the topic which you have added information to. If you want to read that annotation just double-click on the paper-clip. This is particularly useful for help topics that you look at on a regular basis.

MS DOS

DELETING DIRECTORIES AND FILES

Many of you will be familiar with the **.** wildcard which means all files in a directory. *Del *.** deletes all of the files in the current directory. But did you know that one period does the same thing? *Del.* is the shortest distance between you and a disaster - proceed with caution!

The *deltree* command in MS-DOS 6.x is also a deletion feature. It removes more than just directories. It deletes all files and sub-directories in the directory, regardless of its attributes; Hidden, system or read-only files will all disappear under this powerful command. By typing *deltree filename*, the system treats the filename as a directory. Deltree will prompt you to confirm the deletion.

WordPerfect

WORDPERFECT 6.0a ABBREVIATIONS/CORRECTIONS

You can use the QuickCorrect feature (under the Tools menu) to automatically expand abbreviations as you type or make corrections for common *typos*. Add *MSS* to your list and have it replaced by *Micro-Systems Support* every time you type MSS.

You can also turn text into any of Wordperfect's special characters or symbols. For example, you can have the letters '*tm*' replaced with the trademark symbol. ® To do this, you add *tm* to your list and press *Ctrl + W* to open the special characters window. The trademark symbol is under the *Typographic* symbols. Choose the symbol then click the button *Insert & Close*. Now when you type *tm* it will automatically be replaced by the correct symbol.

Freelance Graphics

Free-Floating Legend

Freelance Graphics offers only preset legend positions with no option to drag a legend to the precise position you need (such as within the chart frame but above and to the left of the bars.) To create a legend that you can maneuver, duplicate the chart on another presentation page, then ungroup the chart and delete everything but the legend. Group the elements of the legend and copy the group back to the page with the chart. Select the chart, choose Legend on the chart menu, then choose *Hide legend* to get rid of the original legend. You can use this technique to create free-floating chart titles too.

Rebuilding Your Desktop

Rebuilding your desktop regularly helps your Macintosh keep track of data on your startup disks.

To rebuild your desktop, hold down the *Option* and *Apple* keys while starting up your computer. Keep the keys pressed down until the following message appears: *Are you sure you want to rebuild the desktop file on the disk "Macintosh HD"? Comments on info windows will be lost.* At this point click *OK.*

If you have discovered a neat "trick", "shortcut" or other "hot-tip", please do share it with everyone! Call or E-Mail the editor and make your mark in the next issue of System eXchange!!!